

To: Municipal Clerk or Registrar of Voters

From: The Office of Secretary of State, CVR System Data Conversion Team

Re: Address Library/Street File Review

Friday, August 11, 2006

Previously we explained in the June 2006 edition of *The HAVA Bulletin* (available online at <http://www.maine.gov/sos/cec/elec/hava/clerk.html>) that you would receive additional information about the data conversion process, and specifically about the process we are using to ensure that we have a complete and accurate Street File (a list of all streets, street ranges and their associated district information for your municipality).

The Data Conversion Team has prepared your municipality's Street File for review and has provided a Web-based Data Entry/Data Correction tool for you to use to review and make any necessary corrections to the Street File. The Street File information we are providing is based on either E-911 data or information we obtained from your municipality last fall.

The Data Entry/Data Correction tool is being provided at this time to assist in the review of your Street File, which will be an integral part of the CVR. It will be the responsibility of each municipality to review its own records and correct them appropriately. This review process may include: adding new streets that are missing from the list, deleting any streets necessary, and changing details such as district information or correct spelling of the street name. The more accurate and complete your street files are in this tool, the easier it will be to maintain voter records in the CVR.

The Data Entry/Data Correction tool will also be used to either enter voter records or review electronically converted voter registration records, depending on the conversion strategy we employ for each municipality. We will soon communicate that strategy and the next steps. However, it is important to note that the voter registration part of the tool is not currently ready for use. Voter records entered at this time will not be saved.

In order to access the data entry tool at <http://209.101.151.88/MEDE/default.asp>, you will need the particular userid and password for your municipality. At this time, you should only use the *Address Library Administration* component of the tool as outlined in the attached instructions. At a later date, after the Street Files have been processed, we will provide instructions and information about the other features of the tool, including the *Enter New Voter Registration* and *Review Existing Voter Registration* options.

We have sent instructions for using the data entry tool with this letter both via postal mail to the clerk of your municipality and via email to all email addresses on record. If you have any questions about the tool or if you find any steps that are unclear, please contact Paul LeMont at 207-626-8492, or you can email him at Paul.Lemont@maine.gov.

Please ensure that your street file is reviewed and all changes/updates are completed by July 31. We will be contacting you again in the near future to provide additional information about the data conversion process, including information on when you will begin reviewing voter records.

Thank you for your continued assistance with this important project!